

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: May 29, 2007

Bulletin # 672

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation
P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: June 8, 2007

California Relay Service
TDD 1-800-735-2929

Jobs Phone Line
1-916-653-6995

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #671

- **ACCOUNTING TRAINEE – ADMINISTRATION DIVISION/BUSINESS AND FISCAL SERVICES/CASHIERING UNIT/HEADQUARTERS/SACRAMENTO**
- **COMMUNICATIONS SUPERVISOR (2 POSITIONS) – PUBLIC SAFETY DIVISION/CENTRAL COMMUNICATIONS CENTER**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) – NORTHERN BUTTES DISTRICT/DISTRICT OFFICE**
- **OFFICE TECHNICIAN (GENERAL) (PERMANENT INTERMITTENT) – ORANGE COAST DISTRICT/CENTRAL SECTOR/CRYSTAL COVE STATE PARK**
- **OFFICE TECHNICIAN (TYPING) – SAN LUIS OBISPO COAST DISTRICT**
- **PARK MAINTENANCE SUPERVISOR – SANTA CRUZ DISTRICT/SAN MATEO COAST SECTOR**

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK RANGER – GOLD FIELDS DISTRICT/DELTA SECTOR/BRANNAN ISLAND STATE RECREATION AREA**
- **STATE PARK SUPERINTENDENT III – MONTEREY DISTRICT/BIG SUR SECTOR**
- **STATE PARK SUPERINTENDENT III – SAN DIEGO COAST DISTRICT/NORTH SECTOR**
- **SUPERVISING STATE PARK RANGER – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR/SECTOR OFFICE**
- **SUPERVISING STATE PARK RANGER – MONTEREY DISTRICT/GAVILAN SECTOR**
- **SUPERVISING STATE PARK RANGER – NORTHERN BUTTES DISTRICT/LAKE OROVILLE SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview

And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ACCOUNTING TRAINEE (\$3133 - \$3628) – ADMINISTRATION DIVISION/BUSINESS AND FISCAL SERVICES/CASHIERING UNIT/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Accounting Administrator I (Supervisor). The incumbent will learn the activities and cycles of the Cashiering Unit which may include, but are not limited to, the following: Provide guidance to Districts/Park units regarding Cashiering issues, prepare monthly Office Revolving Fund, bank statement, Agency Trust Account and Uncleared Collections reconciliations; process Off Highway Vehicle transfers and manual and credit card refund payments; issue stop payments; order deposit slips for headquarters and District/Park units; submit sales and use tax returns; complete and/or review various Reports of Collection (ROCs). Knowledge of CALSTARS, Microsoft Word, and Microsoft Excel are preferable. **State housing is not available.** For further information regarding this position, please contact Cynthia Jones at (916) 653-8174.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

COMMUNICATIONS SUPERVISOR (2 POSITIONS) (\$3871 - \$4704) – PUBLIC SAFETY DIVISION/CENTRAL COMMUNICATIONS CENTER

The reporting location for these positions is the Central Communications Center (CENCOM) at the Monterey District Office. The incumbents will work under the direction of the CENCOM Communications Manager. The incumbents will work with one other Communications Supervisor and be responsible for the supervision of 14 Communications Operators. Oversight includes dispatch operations for State Park Peace Officers, Fish and Game Wardens, Lifeguards, and other emergency service personnel in the CENCOM service area, to public safety and non-public safety events. Knowledge includes operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). Duties will also include answering and dispatching Fish and Game Cal-Tip calls, and receiving and processing OES Hazmat reports. **State housing is not available.** For further information regarding these positions, please contact Miles Lundquist at (831) 649-2821.

OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.96 - \$15.77/HOUR) – NORTHERN BUTTES DISTRICT/DISTRICT OFFICE

The reporting location for this position is the Northern Buttes District Office located in Oroville. This position will work under the direction of the Regional Administrative Technician. The incumbent will serve as support for the Fiscal staff in a District Office, and as back-up receptionist. The incumbent will prepare annual pass orders and compile the annual inventory of tickets and passes, pay all utility bills for the District, tracks concession payments, prepares the District Office Report of Collections, and processes Voyager statements. The incumbent must be multi-task oriented, and willing to handle highly detailed work with frequent interruptions. This position may be assigned to the District's Safety Team. Occasional travel throughout the District is required for presenting training to field staff, and for various team assignments. This position may work up to 1500 hours per year. **This position is subject to Post and Bid.** To be considered a bidder for this position, bidders must complete a Post and Bid Position Application PO-42, available on the DPR intranet under Personnel Services, by the final filing date. The examination and or Employment Application STD. 678 will not be accepted as a bid for this position. For applicants not applying as part of Post and Bid, please include position number 549-645-1379-901 in the Job Title Section of the STD. 678. In the post and bid process, consideration to fill this position will be first given to the most senior eligible candidates. Employees selected through the Post and Bid process have five (5) working days from the date of contact to accept or decline the job offer. The Post and Bid process for BU 1 & 4 allows for a 30 day trial "no-fault" provision. "No-fault" is a period of time which allows the employee and management to determine if the position is suitable for the employee. **State housing is not available.** For further information regarding this position, please contact Mary Fitzsimmons at (530) 538-2204.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

OFFICE TECHNICIAN (GENERAL) (PERMANENT INTERMITTENT) (\$14.72 - \$17.90/HOUR)
- ORANGE COAST DISTRICT/CENTRAL SECTOR/CRYSTAL COVE STATE PARK

The reporting location for this position will be Crystal Cove State Park. This position will work under the direction of the Visitor Services Program Supervisor. The incumbent will perform administrative duties associated with the Sector's special event and film shoot program, revenue collection, and administrative functions. Duties will also include periodic monitoring of special events, leadperson duties for seasonal administrative and revenue collection staff, and clerical support. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Paul Milosch at (949) 497-7641.

OFFICE TECHNICIAN (TYPING) (\$2598 - \$3157) – SAN LUIS OBISPO COAST DISTRICT

The reporting location for this position is the District Administrative Office in San Simeon. This position will work under the direction of the Administrative Officer II. The incumbent's duties include processing accounting documents such as Purchase Authority Purchase Orders, Authorization for Payments, General Services Invoices, Revolving Fund Checks, CalCards, Voyager Card expenses, Travel Expense Claims and Petty Cash Fund according to the State Department guidelines and procedures; posting expenditures to a database, preparing Report of Collects and bank deposit slips; audit all documents for accuracy and legality of purchases, and securing timely payment for invoices. **State housing is not available.** For further information regarding this position, please contact Ahsha Anderson at (805) 927-6571 or aanderson@hearstcastle.com.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE SUPERVISOR (\$3462 - \$4166) – SANTA CRUZ DISTRICT/SAN MATEO COAST SECTOR

The reporting location for this position is the San Mateo Coast Sector Office located in Half Moon Bay. This position will work under the direction of the Sector Park Maintenance Chief I. The unit facilities include 18 classified units including State Beaches, Parks, State Historic Parks, Reserves, and even a Natural Preserve. These units are stretched across approximately forty miles of the San Mateo and Santa Cruz County coast. The incumbent will be responsible for the supervision and management of facility maintenance, housekeeping, equipment, landscape maintenance, and safety programs. This position provides a challenging opportunity to work with a wide variety of skills, programs, and natural and cultural resources. The incumbent will also oversee and facilitate daily entry into the CAMP for the sector. The incumbent may act on behalf of the Sector Park Maintenance Chief in his/her absence. **State housing may be available.** For further information regarding this position, please contact Cindy Spencer at (650) 726-8818 or cspencer@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

**STATE PARK RANGER (\$3344 - \$4786) – GOLD FIELDS DISTRICT/DELTA SECTOR/
BRANNAN ISLAND STATE RECREATION AREA**

*The reporting location for this position is Brannan Island State Recreation Area located in Rio Vista. This position will work under the direction of the Delta Sector Superintendent. Duties will include park patrol and campground/day-use management, first aid, interpretation, law enforcement, and resource management. The position offers the opportunity to work in a high public use area and offers a wide range of recreational opportunities. **A State trailer pad may be available.** For further information regarding this position, please contact Matt Cardinet at (916) 777-7701.*

**STATE PARK SUPERINTENDENT III (\$6360 - \$7671) – MONTEREY DISTRICT/BIG SUR
SECTOR**

The reporting location for this position will be the Multi Agency Facility in Big Sur. This position will work under the direction of the District Superintendent. This position serves as the Big Sur Sector Superintendent and will provide the incumbent an exciting opportunity to live and work in one of the most scenic coastal areas in the world. Big Sur Sector includes Point Sur State Historic Park, Andrew Molera State Park, Pfeiffer Big Sur State Park, the Multi-Agency Facility, Julia Pfeiffer Burns State Park, and John Little State Reserve. Duties include plan, organize, coordinate, supervise and evaluate programs for visitor services, resources, and maintenance operations; in coordination with subordinate supervisors and staff, set priorities and supervise sector facility maintenance work projects and repairs; supervise the planning and implementation of the Big Sur Sector natural and cultural resource management projects and programs; provide leadership, training, and evaluation to all Big Sur Sector personnel to ensure a well-rounded and high-quality interpretive program; work with sector staff to manage department liaison with cooperative associations and supervision of volunteer park employees; supervise the preparation of work schedules to meet public safety and patrol needs. The incumbent will serve as State Park's on-site representative with the Big Sur community and public and private agencies of the Big Sur area. **State housing may be available.** For a copy of the duty statement, contact Kim Arenas at (831) 647-6277 or karenas@parks.ca.gov. For further information regarding this position, please contact Mat Fuzie at (831) 649-2836 or mfuzie@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

**STATE PARK SUPERINTENDENT III (\$6360 - \$7671) – SAN DIEGO COAST DISTRICT/
NORTH SECTOR**

The reporting location for this position is the North Sector Headquarters Office located in Carlsbad. This position will work under the direction of the District Superintendent. The incumbent will oversee the operation of the San Diego Coast District, North Sector including Carlsbad, South Carlsbad and San Elijo State Beaches, Torrey Pines State Beach and State Reserve, Ellen Browning Scripps Natural Preserve and Los Penasquitos Marsh Nature Preserve and the locally operated units Leucadia and Moonlight State Beaches. This position involves the management of a diverse staff, a large aquatics program and two campgrounds in some of the most visited units of the State Park System. Interpersonal skills and the ability to thrive in a team setting involving all disciplines of State Parks will be elements to success in this position. It poses a unique challenge for an individual capable of successfully balancing a myriad of responsibilities & demands. **State housing is not available.** For further information regarding this position, please contact Ronie Clark at (619) 688-3260 or rclark@parks.ca.gov.

**SUPERVISING STATE PARK RANGER (\$4590 - \$5525) – CENTRAL VALLEY DISTRICT/
FOUR RIVERS SECTOR/SECTOR OFFICE**

The reporting location for this position is the Four Rivers Sector Office located in Santa Nella. This position will work under the direction of the Four Rivers Sector Superintendent. The incumbent will be responsible for visitor services operations in the outlying sector park units including Pacheco State Park, Los Banos Creek Reservoir, George Hatfield State Park, McConnell State Recreation Area, The Great Valley Grasslands State Park and the Jasper Sears Motorcycle Trail Area. This position works in conjunction with the San Luis Reservoir Supervising Ranger. This assignment will provide a challenging opportunity for an energetic individual to manage and supervise permanent and seasonal employees in a large variety of park settings. **State housing is not available.** For further information regarding this position, please contact Lee Sencenbaugh at (209) 826-1197.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

SUPERVISING STATE PARK RANGER (\$4590 - \$5525) – MONTEREY DISTRICT/GAVILAN SECTOR

The reporting location for this position is the Kickham Ranch Office at Henry W. Coe State Park. This position will work under the direction of the Gavilan Sector Superintendent. The incumbent will oversee the visitor services operation in Gavilan Sector, which includes Henry W. Coe State Park, San Juan Bautista State Historic Park, and Fremont Peak State Park. The incumbent will also serve as the California Association Liaison for the Pine Ridge Cooperating Association. **State housing may be available.** For a copy of the duty statement contact Kim Arenas at (831) 647-6277. For further information regarding this position, please contact C.L. Price at (831) 623-0610 or cprice@parks.ca.gov.

SUPERVISING STATE PARK RANGER (\$4590 - \$5525) – NORTHERN BUTTES DISTRICT/ LAKE OROVILLE SECTOR

The reporting location for this position is the Lake Oroville Sector Office in Oroville. This position will work under the direction of the Sector Superintendent. This position serves as one of two (2) Supervising Rangers at Lake Oroville, with responsibility for supervising a diverse land and aquatics program including campground and day use operations, water safety, floating and boat-in campsites, bicycle and horse trails, cultural and resource protection, public protection, law enforcement, and interpretation. This position interacts with a variety of State and local agencies and organizations including the Department of Water Resources, Boating and Waterways, CDF, Fish and Game, marina operators and other concessionaires, and local law enforcement agencies. **State housing is not available.** For further information regarding this position, please contact Steve Feazel at (530) 538-2200 or sfeaz@parks.ca.gov.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous Filing	Promotional/Spot Sacramento
Communications Operator	Continuous Filing	Open